

Quick Reference Guide for HMIS Program Follow Ups and Outcomes

To identify which client(s) are due for follow up contact, you will need to run the Follow Ups Due Report

- From the Reports Menu: Click Summary
- Categories: Program
- Reports: Follow Ups Due
- Enter you begin and end dates and select your program
- Click Run

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Reports Summary

Categories: Program

Reports: Follow Ups Due

Format: PDF

Begin Date: 7/1/2013

End Date: 1/1/2014

Program Name: DCA-ESG RRH *DEMO* - Rapid Re-Housing - Training-Demo

RUN

The report reflects both Program Follow Ups triggered at Program Enrollment and Discharge. You will need to go to the "Follow Ups Initiated by Discharges" page(s) to identify clients that are due for follow up contact.

Follow Ups Due Report

Agency: ALockett Test/Training/Demo Agency

Report Run On: 01/03/2014 11:19:37 AM

Reporting Period: 07/01/2013 thru 01/01/2014

Follow Ups Initiated by Discharges:

Followup Interval (Days): 90

Client Key	Last Name	First Name	Contact Phone	Program Exit Date	Followup Date	Note
1292981	Client	ESG		08/01/2013	10/30/2013	Due

Total for Interval: 1

Total Initiated by Discharges: 1

After contacting your client, you will need to record the outcome of your contact within the client record.

- From the Search Menu: Enter client key from Follow Ups Due Report and Click Search
- From the Search Results: Click "General" to activate the client record
- From the Client Visit Menu: Click Programs
- Identify the Correct Program: Click the Dropdown Arrow to select the correct outcome based upon your contact
- Click Save

Client Programs

Client: 1292981-Client ESG ID Age 36 Mail (None)

Program Name	Program Type	Entry Date	Exit Date	Outcome
DCA-ESG RRH *DEMO*	Rapid Re-Housing	07/09/2013	08/01/2013	(None)
DISCHARGE	Follow Up	Due Date	10/30/2013	Outcome

(None)

Client did not respond to contact

Client has maintained housing

Client is currently homeless

Unable to contact client with information on file

Save